

## **General Registrar**

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### **MISSION**

The Office of the General Registrar is committed to providing each resident of Loudoun County with the opportunity to exercise his or her right to vote in an efficient and equitable manner and in accordance with the Constitution of the United States and the Commonwealth and Code of Virginia.

### **DESCRIPTION**

The General Registrar is a State-mandated office whose purpose is to register voters and maintain up-to-date voter registration documents. In addition, the office receives and processes voter registration applications from various sources; provides voter registration applications at all libraries and community centers throughout Loudoun County; provides absentee voting prior to all Elections; provides election related data to all citizens and candidates; accepts and certifies candidate filings; and assists the Loudoun County Electoral Board with the training of election officials.

### **BUDGET OVERVIEW**

#### **FY 07 Issues, Challenges & Trends:**

- The General Registrar's Office will face the challenge of filling one vacancy and training new staff.
- Due to the overcrowding of office space the office will be preparing for move to larger office space to accommodate both Electoral Board and the General Registrar.
- Collaborating with the Electoral Board, the office will be adding new voting equipment to comply with the Help America Vote Act.

#### **FY 07 Major Goals:**

- Maintain the current level of service while replacing and adding new staff.
- The Office will implement 60 new touch screen voting machines.

#### **FY 06 Major Achievements:**

- Handled workload and met deadlines while below full staffing levels.
- Notified approximately 25,500 voters of polling place changes made prior to the November 2005 General Election.
- Implemented new voting equipment for May 2006 Town Elections and June 2006 Democratic Primary.

## General Registrar

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### Department Financial Summary

Departmental Financial Summary	FY 03 Actual	FY 04 Actual	FY 05 Actual	FY 06 Adopted	FY 07 Adopted
<b>Expenditures</b>					
Personnel	\$287,423	\$275,290	\$321,671	\$426,000	\$451,000
Operations & Maintenance	22,425	31,124	59,239	33,000	74,000
Capital Outlay	0	0	0	0	20,000
<b>Total Expenditures:</b>	<b>\$309,848</b>	<b>\$306,414</b>	<b>\$380,910</b>	<b>\$459,000</b>	<b>\$545,000</b>
<b>Departmental Revenue</b>					
Commonwealth	\$54,389	\$53,452	\$77,377	\$86,000	\$86,000
<b>Total Revenues:</b>	<b>\$54,389</b>	<b>\$53,452</b>	<b>\$77,377</b>	<b>\$86,000</b>	<b>\$86,000</b>
<b>Local Tax Funding:</b>	<b>\$255,459</b>	<b>\$252,962</b>	<b>\$303,533</b>	<b>\$373,000</b>	<b>\$459,000</b>
<b>FTE Summary:</b>	<b>6.77</b>	<b>6.77</b>	<b>6.77</b>	<b>7.77</b>	<b>7.77</b>

**FY 07 Board Action:** The FY 07 Adopted Fiscal Plan for the General Registrar's Office provides services at the County Administrator's recommended level. Local tax funding increased due to the lease of 60 look up devices and the purchase of mail sorter equipment. FY 07 budget also includes funding for implementation of compensation increases and increased benefits costs effective September 2006.

**Budget History:**

FY 06: The Board added 1.00 FTE for an assistant registrar.

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### Planned Accomplishments/Objectives for FY 07

**Goal:** Provide each resident of Loudoun County with the opportunity to exercise his or her right to vote in an efficient and equitable manner.

**Objective:** Process and provide voter registration applications, absentee voting, and voting information to all libraries and community centers throughout Loudoun County.

<i>Performance Measures</i>	<b>Actual FY 03</b>	<b>Actual FY 04</b>	<b>Actual FY 05</b>	<b>Est. FY 06</b>	<b>Proj. FY 07</b>
# of applications received	22,336	26,013	32,758	22,350	22,100
# of incomplete applications received	1,127	1,010	1,230	792	900
# of incomplete applications received	7,163	5,939	7,747	6,678	6,500
# of registered voters	121,116	126,350	141,720	147,367	150,000
# of applications processed in Leesburg DMV	8,167	8,831	11,058	6,544	6,500